

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**CEMETERY SUPERVISOR
PARKS AND RECREATION DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs supervisory and semi-skilled work directing and participating in the maintenance and operation of the City cemetery. Employee reports to the Cemetery Manager.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs supervisory and semi-skilled functions to assist in the maintenance and operation of the City cemetery. Work includes directing, supervising, and inspecting the work of a small seasonal labor crew. Work involves maintenance of cemetery grounds and the equipment utilized in such maintenance. Work also includes assisting the Cemetery Manager with such duties as locating graves and performing genealogical research for the bereaved. Employee must exercise independent judgment, discretion, and initiative in completing assignments, and handling sensitive public contact situations requiring considerable tact and knowledge of City policies, procedures and programs. Work is performed under limited supervision of the Cemetery Manager and is evaluated through observation, conferences and review of work performed.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Supervises, trains, directs, and participates with a small crew of unskilled and/or semi-skilled workers and equipment operators in the repair, maintenance or construction at the City cemetery, inspecting work to assure conformance with instructions, established specifications, standards and deadlines; ensures adherence to proper procedures and safety precautions.

Ensures proper allocation of equipment, tools, supplies and materials as necessary to complete assigned work; oversees and performs minor maintenance and repair of tools and equipment; assists with the requisition of necessary equipment and materials to ensure effective and efficient operations.

Maintains landscape of cemetery grounds by reseeding, planting and pruning trees and shrubs.

Operates various types of equipment in the performance of many job tasks including, but not limited to, mowers, weed eaters, chain saws, rototillers, trimmers, etc.

Assists in performing more difficult cemetery repair and construction tasks.

Prepares and maintains records of daily work crew activities, including time records; meets with work crew to advise of project requirements and status.

CEMETERY SUPERVISOR

Prepares routine records, schedules, estimates and expenditure reports utilizing computer-based programs.

Administers or makes recommendations for routine personnel matters affecting subordinates, including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising, disciplining, etc., submitting such records and reports as required by City management.

Assists with the preparation of the divisional budget, in assigned area, including analyzing past expenditures to determine needs and monitoring current expenditures.

Assists in developing and implementing policies, procedures, as necessary, to improve division efficiency.

Researches or assists in the research of records to determine lot ownership and grave location through the use of maps and plat books.

Assists in the location of appropriate placements for interments and monuments.

Assists, in the absence of the Cemetery Manager, funeral directors, and vault and monument company representatives with specific questions related to burials; directs family and friends to burial section and specific graves.

ADDITIONAL JOB FUNCTIONS

May be required to work weekends, holidays and be on-call status.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the standard methods, materials and equipment employed in the maintenance of cemetery grounds, equipment and monuments.

Considerable knowledge of the principles and practices of landscaping (reseeding, pruning, etc.).

Considerable knowledge of the occupational hazards and safety precautions of the assigned work area.

Considerable knowledge of City, department and division policies and procedures.

Considerable knowledge of the principles and practices of supervision.

Considerable knowledge of the principles and practices of modern office management, including a knowledge of word processing, spreadsheet and filing maintenance programs.

Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

Working knowledge of general management and organizational principles and practices.

Skill in coordinating personnel, equipment and supplies.

Skill in the operation of specialized equipment related to grounds maintenance (mowers, weed eaters, chain saws, trimmers, rototillers, etc.).

Ability to exercise considerable independent judgment and discretion in establishing, applying and interpreting policies and procedures.

Ability to communicate effectively in oral and written form.

Ability to exercise considerable tact and courtesy in frequent contact with the general public.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

CEMETERY SUPERVISOR

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school, and 3 to 5 years of related experience in the skilled maintenance or construction-related cemetery operations, including 1 to 2 years of supervisory experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

SPECIAL REQUIREMENT

Possession of a valid driver's license issued by the State of North Carolina.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Exemption Status: Non-Exempt
Salary Grade: 15